

Attachment A
General Instructions:

Each State must provide the information indicated below on its TANF program regardless of the funding source -- i.e., no matter whether the State used segregated Federal TANF funds, segregated State TANF funds, or commingled funds to pay for the benefit or service.

If the State elects to report on other benefits or activities provided through other program funding streams, please mention it after the TANF-funded benefits or activities for each item.

1. The State's definition of each work activity.

The terms listed below are Minnesota's work activities. Job Search/Job Readiness. This activity includes activities associated with seeking or obtaining employment, including making contact with potential employers (in person, over the phone or via the Internet) to learn of job openings, applying for vacancies and interviewing for jobs. The activity may include various activities that prepare a participant for seeking or obtaining employment. An example of these activities are preparing a job resume or job application, training in interviewing skills, instruction in work place expectations and behavior, and life skills training. Job Search/Job Readiness assistance may also include substance abuse treatment, mental health treatment and rehabilitation services. Job Skills Training Directly Related to Employment. This activity consists of short term classes related directly to work skills including, but not limited to computer basics, communication skills, interpersonal skills, preparing back-up plans for transportation and child care. It also includes English as a second language for persons who have spoken language proficiency for English below SPL6 and measured by nationally known tests and Functional Work literacy (FWL) for non-English speakers. FWL is designed to give basic English skills needed to function in a safe effective manner in the workplace. Adult basic education is included in this activity and is for persons who have a reading or math proficiency below 9th grade level and designed to give participants the basic skills needed to succeed in the workplace. Vocational Educational programs are included under the Job Skills Training Directly Related to Employment activity category after the participant's 12-month lifetime limit has been reached. Unsubsidized Employment. This activity is regular unsubsidized job placements including work study, paid apprenticeships and internships. Self-employment is also included in the unsubsidized employment activity category. Vocational Training/Education of 12 Months Duration or Less. This activity is for vocational programs lasting 12 months or less that are related to employment. Up to 12-months of a Baccalaureate and Advanced Degree programs are also included under the Vocational Educational Training activity category. Regular Attendance High School/GED. This activity is for high school course work and high school equivalency training where appropriate, for participants without a high school diploma. On-the-Job Training. This activity consists of training for

clients in public and private sector jobs where the employer is reimbursed for the training. Community Service Programs. This activity places volunteer and other community services placements that serve a useful public purpose and enhances a participant's employability. Subsidized Public and Private Employment. This activity is for temporary paid placement in a public, non-profit or private sector job and includes placements where all or part of the participant's grant is diverted to help pay for training the participant and subsidizing their employment. It also includes temporary paid work experience placements. Work Experience. This activity is for temporary unpaid work experience placement in a public, non-profit, or private sector job. Child Care of an Individual in a Community Service Program. This activity is for child care that is provided by an MFIP recipient to a child(ren) of another MFIP recipient who is participating in a community work experience program placement. Other. This activity includes pre-employment activities, such as, assessments, learning disability services, Family Stabilization Services and other services designed to support employability.

2. A description of the transitional services provided to families no longer receiving assistance due to employment.

For up to 12 months after a family becomes ineligible for MFIP or the Diversionary Work Program (DWP), Minnesota provides Transition Year Child Care assistance to eligible families who are not receiving program benefits for any reason other than disqualification from MFIP or DWP. Families who have completed their transition year of child care assistance and who are eligible, but on a waiting list for the Basic Sliding Fee (BSF) Program are eligible for child care assistance through Transition Year Extension. A family may participate in Transition Year Extension for the length of time necessary for the family to be moved to the BSF program. Each Minnesota County must offer Transitional Year Extension to working families that are no longer eligible for MFIP or DWP benefits and have an income below 200 percent of the Federal Poverty Guidelines.

3. A description of how a State will reduce the amount of assistance payable to a family when an individual refuses to engage in work without good cause pursuant to 45 CFR 261.14 of this chapter.

See Attached FFY10 Attachment Number 3

4. The average monthly number of payments for child care services made by the State through the use of disregards, by the following types of child care providers:

i. Licensed/regulated in-home child care: 0

ii. Licensed/regulated family child care: 0

iii. Licensed/regulated group home child care: 0

iv. Licensed/regulated center-based child care: 0

v. Legally operating (i.e., no license category available in State or locality) in-home child care provided by a non-relative: 0

vi. Legally operating (i.e., no license category available in State or locality)

<u>in-home child care provided by a relative:</u> 0
<u>vii. Legally operating (i.e., no license category available in State or locality) family child care provided by a non-relative:</u> 0
<u>viii. Legally operating (i.e., no license category available in State or locality) family child care provided by a relative:</u> 0
<u>ix. Legally operating (i.e., no license category available in State or locality) group child care provided by a non-relative:</u> 0
<u>x. Legally operating (i.e., no license category available in State or locality) group child care provided by a relative:</u> 0
<u>xi. Legally operated (i.e., no license category available in State or locality) center-based child care.</u> 0
<p><u>5. If the State has adopted the Family Violence Option and wants Federal recognition of its good cause domestic violence waivers under 45 CFR 260.50-58, then provide (a) a description of the strategies and procedures in place to ensure that victims of domestic violence receive appropriate alternative services and (b) an aggregate figure for the total number of good cause domestic waivers granted.</u></p> <p>Minnesota has adopted the Family Violence Option under Subpart B of part 260 and wants recognition of its good cause Domestic Violence waivers. (a) Being a victim of domestic violence is not a category for exemption from Employment Services (ES) and unless otherwise exempt, past or current victims of domestic violence are referred to ES. Victims of domestic violence who want to be exempt from the 60-month time limit and want to waive regular ES requirements must develop a specialized employment plan (EP). The participant develops the EP, with the assistance and collaboration of a person trained in domestic violence and a job counselor. The primary goal of the specialized EP is to ensure the safety of the caregiver and the children. The plan includes activities designed to lead to self-sufficiency provided the activities do not endanger the safety of anyone in the unit. The employment plan is reviewed by the county or by the job counselor every three months, or more often if circumstances warrant. The review determines if the activities in the plan continue to be appropriate and if the participant is able to safely comply with the plan. As long as a participant is complying with an EP, the participant is exempt from the 60-month time limit. (b) The aggregate number of domestic violence waivers granted in FFY 2010 in Minnesota is 1,249.</p>
<u>6. A description of any nonrecurrent, short-term benefits (as defined in 45 CFR 260.31(b)(1)) provided, including:</u>
<u>i. The eligibility criteria associated with such benefits, including any restrictions on the amount, duration, or frequency of payments;</u>
<u>ii. Any policies that limit such payments to families that are eligible for TANF assistance or that have the effect of delaying or suspending a family's eligibility for assistance;</u>
<u>iii. Any procedures or activities developed under the TANF program to</u>

ensure that individuals diverted from assistance receive information about, referrals to, or access to other program benefits (such as Medicaid and food stamps) that might help them make the transition from welfare to work.

See Attached FFY10 Attachment Number 6

7. A description of the grievance procedures the State has established and is maintaining to resolve displacement complaints, pursuant to section 407(f)(3) of the Social Security Act. This description must include the name of the State agency with the lead responsibility for administering this provision and explanations of how the State has notified the public about these procedures and how an individual can register a complaint.

This information is in MN Statute 256J.72 and is addressed in Minnesota's most recent TANF Plan (see attached FFY10 MN Statute).

8. A summary of State programs and activities directed at the third and fourth statutory purposes of TANF (as specified at 45 CFR 260.20(c) and (d) of this chapter).

a. Summarize below, the State programs and activities directed at preventing and reducing the incidence of out-of-wedlock pregnancies and establishing annual numerical goals for preventing and reducing the incidence of these pregnancies (TANF purpose 3):

See Attached FFY10 Attachment A Number 8

b. Summarize below, the State programs and activities directed at encouraging the formation and maintenance of two-parent families (TANF purpose 4):

NA - See Attached FFY10 Attachment A Number 8

9. An estimate of the total number of individuals who have participated in subsidized employment under §261.30(b) or (c) of this chapter. 2,014

Attachment B MFIP Grantee Information

<u>State</u> MINNESOTA	<u>Fiscal Year</u> 2010
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Program Information

Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.

1. Name of Benefit or Service Program:

Minnesota Family Investment Program

2. Description of the Major Program Benefits, Services, and Activities:

Description of the Major Program Benefits, Services and Activities. [MN Statutes 256J.02 - 256J.74] Grants to Individuals - MFIP grants provide integrated cash and food assistance to families with children or to pregnant women while the caregiver works toward becoming self-sufficient. Caregivers are expected to participate in employment services requirements.

3. Purpose(s) of Benefit or Service Program:

Purpose(s) of Benefit or Service Program: MFIP grants provide basic assistance to eligible families. The combined cash and food benefit program also includes an earned income disregard factor that has been shown to encourage work.

4. Program Type. (Check one)

☒ TANF ☐ State

5. Description of Work Activities (Complete only if this program is a separate State program):

N/A this is not a separate State program.

6. Total State Expenditures for the Program for the Fiscal Year: \$29,539,360

7. Total State MOE Expenditures under the Program for the Fiscal Year: \$29,051,240

8. Total Number of Families Served under the Program with MOE

Funds: 22,933

This last figure represents (Check one):

☒ The average monthly total for the fiscal year. ☐ The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

Financial eligibility criteria for receiving MOE-funded program benefits or services: Pregnant women or a caregiver with a child under age 18, or under age 19 if the child is in secondary education. The resource limit is \$2,000 for applicants and \$5,000 for participants. Income eligibility is with 115 percent of FPG adjusted for family size. Participants must be citizens or legal non-citizens.

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

☐ Yes ☒ No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B Consolidated Fund Grantee Information

<u>State</u> MINNESOTA	<u>Fiscal Year</u> 2010
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Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> Consolidated Fund - Emergency Needs</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> Short-term, nonrecurring shelter and utility needs that are excluded from the definition of assistance under TANF, for families who meet the MFIP residency requirements.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> Grants provide short-term, basic help to eligible families who find themselves in a crisis or emergency situation.</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State </p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> N/A this is not a separate State program</p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$385,309</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$385,309</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 315</p>
<p><u>This last figure represents (Check one):</u></p>

☐ The average monthly total for the fiscal year. ☒ The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

Families with a minor child, a pregnant woman, or a non-custodial parent of a minor child receiving assistance with an income below 200% of the federal poverty guideline for a family of the applicable size are eligible for services funded under the Consolidated Fund.

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

☒ Yes ☐ No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B State Admin
Grantee Information

<u>State</u> MINNESOTA	<u>Fiscal Year</u> 2010
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Program Information

Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.

1. Name of Benefit or Service Program:

State Administration

2. Description of the Major Program Benefits, Services, and Activities:

The funds represent the state share of the administrative costs of running the MFIP program as allocated through the state's approved cost allocation plan.

3. Purpose(s) of Benefit or Service Program:

The purpose of state administration is to oversee county administration of the MFIP program to ensure that clients are served under federal and state guidelines.

4. Program Type. (Check one)

☒ TANF ☐ State

5. Description of Work Activities (Complete only if this program is a separate State program):

N/A this is not a separate State program

6. Total State Expenditures for the Program for the Fiscal Year: \$2,450,610

7. Total State MOE Expenditures under the Program for the Fiscal Year: \$2,450,610

8. Total Number of Families Served under the Program with MOE Funds: 22,933

This last figure represents (Check one):

☒ The average monthly total for the fiscal year. ☐ The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

State staff administers TANF program rules and regulations by supervising county administration of TANF funds.

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

☒ Yes ☐ No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B County Admin Grantee Information

<u>State</u> MINNESOTA	<u>Fiscal Year</u> 2010
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Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> County Administration</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> The funds represent the state share of the administrative costs of running the MFIP program as allocated through the state's approved cost allocation plan.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> The purpose of county administration is to provide eligibility determination, case maintenance, fraud control and prevention, and related administrative services.</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State </p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> N/A this is not a separate State program</p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$17,654,558</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$17,654,558</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 22,933</p>

This last figure represents (Check one):

☒ The average monthly total for the fiscal year. ☐ The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

County staff administers the TANF program rules and regulations under federal and state guidelines.

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

☒ Yes ☐ No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B CCAP MFIP Grantee Information

<u>State</u> MINNESOTA	<u>Fiscal Year</u> 2010
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Program Information

Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.

1. Name of Benefit or Service Program:

MFIP/DWP Child Care Assistance

2. Description of the Major Program Benefits, Services, and Activities:

[MN Statute 119B] The Child Care Assistance program helps caregivers receiving MFIP or DWP benefits with child care costs while participating in authorized activities such as working, looking for work, or participating in other activities that are part of an employment service plan. In addition, a family who leaves MFIP or DWP may be eligible to receive Transition Year Child Care Assistance for up to 12 calendar months after leaving MFIP/DWP

3. Purpose(s) of Benefit or Service Program:

The purpose of MFIP/DWP child care assistance is to help families with child care costs while they are participating in MFIP/DWP authorized activities, such as job search, employment, or training/education.

4. Program Type. (Check one)

☒ TANF ☐ State

5. Description of Work Activities (Complete only if this program is a separate State program):

N/A this is not a separate State program

6. Total State Expenditures for the Program for the Fiscal Year: \$54,642,975

7. Total State MOE Expenditures under the Program for the Fiscal Year: \$22,960,839

8. Total Number of Families Served under the Program with MOE

Funds: 2,035

This last figure represents (Check one):

☒ The average monthly total for the fiscal year. ☐ The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

Child care through MFIP is available to families who have an approved job search support or employment plan under MN Statutes 256J.521 or meet the employment requirements under MN Statutes 119B.

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

☒ Yes ☐ No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B CCAP BSF Grantee Information

<u>State</u> MINNESOTA	<u>Fiscal Year</u> 2010
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Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> Basic Sliding Fee Child Care Subsidy</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> [MN Statutes 119B, 119A] The BSF program assists low-income working families who are not participating in MFIP or DWP with child care costs.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> The purpose of the BSF child care assistance is to help pay the child care costs while low- income non MFIP/DWP families work, look for work or attend educational programs.</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State </p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> N/A this is not a separate State program.</p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$41,653,960</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$41,653,960</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 4,448</p>
<p><u>This last figure represents (Check one):</u></p>

☒ The average monthly total for the fiscal year. ☐ The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

Families may enter the BSF program if their income is less than or equal to 175% of the federal poverty guidelines, adjusted for family size. Families moving from Transition Year to BSF are considered to have met the income entry requirement in the first subprogram in which they participated.

Families may receive child care assistance until their income reaches 250% of the federal poverty guidelines, adjusted for family size. Eligible families may receive BSF child care assistance for children under the age of 13 or, for children with a disability, under the age of 15. Parents must be working, looking for work, or in an authorized education/training activity.

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

☒ Yes ☐ No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B Non Citizen MA Grantee Information

<u>State</u> MINNESOTA	<u>Fiscal Year</u> 2010
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Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> Non-Citizen Medical Assistance Program</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> This program provides medical assistance to recently-arrived immigrants who are barred from the federal Medicaid program during their first 5 years of residence in the U.S.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> The purpose of Non-citizen Medical Assistance is to provide medical benefits to non-citizens so that adults can pursue employment and work activities and so that children may be cared for in their homes.</p>
<p><u>4. Program Type. (Check one)</u> <input type="radio"/> TANF <input checked="" type="radio"/> State </p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> All recipients are MFIP participants and thus would be involved in the range of work activities described in Appendix A.</p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$1,030,431</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$1,030,431</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 656</p>

This last figure represents (Check one):

☐ The average monthly total for the fiscal year. ☒ The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

To be eligible for the program, the recipient must be an adult or minor caregiver receiving MFIP benefits, but ineligible for the Medicaid program due to the non-citizen restrictions in PRWORA.

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

☐ Yes ☒ No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B MN WFC Grantee Information

<u>State</u> MINNESOTA	<u>Fiscal Year</u> 2010
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Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> Minnesota Working Family Credit</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> This program provides a tax benefit to eligible low-income families through a refundable income tax credit.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> The purpose of the program is to provide economic support to low-income families as well as to encourage employment among low-income parents.</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State </p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> N/A</p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$134,548,824</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$71,136,262</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 90,389</p>
<p><u>This last figure represents (Check one):</u></p>

☐ The average monthly total for the fiscal year. ☒ The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

A family that qualifies for the federal Earned Income Credit also qualifies for the MN Working Family Credit.

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

☐ Yes ☒ No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$22,800,000

Attachment B Employment and Training Grantee Information

<u>State</u> MINNESOTA	<u>Fiscal Year</u> 2010
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Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> Employment and Training Services</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> These grants are state funds provided to counties to pay for Employment Services for MFIP and DWP participants.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> Grants are given to counties to provide various services to MFIP and DWP recipients to assist them in becoming employed. The services include, but are not limited to – job search, job club, GED, employment related education, work literacy, case management, job retention, and job or skills update.</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State </p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> N/A.</p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$8,789,390</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$2,290,252</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 11,853</p>

This last figure represents (Check one):

☐ The average monthly total for the fiscal year. ☒ The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

To be eligible for the program, the recipient must be an adult or minor caregiver receiving an MFIP or a DWP grant.

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

☐ Yes ☒ No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B Head Start Grantee Information

<u>State</u> MINNESOTA	<u>Fiscal Year</u> 2010
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Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> Head Start</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> Start [MN Statutes 119A.50] Head Start is a federal and state funded child and family development program, helping low-income families become self-reliant while also helping prepare their children for school success.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> The purpose of the Head Start program is to provide comprehensive child development services to children, with a special focus on helping preschoolers develop the early reading and math skills required to be successful in school.</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State </p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> N/A</p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$23,144,911</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$5,700,000</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 708</p>

This last figure represents (Check one):

☐ The average monthly total for the fiscal year. ☒ The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

Head Start eligibility requires that at least 90% of children enrolled be from low income families as defined by the federal poverty level. State funding to supplement the federal Head Start program is authorized under Minnesota Statute 119A.52.

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

☐ Yes ☒ No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B K-12 Education Grantee Information

<u>State</u> MINNESOTA	<u>Fiscal Year</u> 2010
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Program Information

Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.

1. Name of Benefit or Service Program:

Credit for K-12 Education Expenses

2. Description of the Major Program Benefits, Services, and Activities:

The Credit for K-12 Education Expenses [MN Statutes 290.0674] is a refundable tax credit which is equal to 75% of eligible education expenses for a qualifying child in kindergarten through grade 12.

3. Purpose(s) of Benefit or Service Program:

Eligible expenses include fees or tuition for instruction outside the regular school day or school year, such as tutoring and educational summer camps. Also eligible are costs required for the regular school day for textbooks, instructional materials, and transportation costs paid to others. Private school tuition does not qualify for the credit, although it does qualify for the subtraction. Eligible expenses also include personal computer hardware and educational software, limited to a maximum of \$200 per family.

4. Program Type. (Check one)

☒ TANF ☐ State

5. Description of Work Activities (Complete only if this program is a separate State program):

NA

6. Total State Expenditures for the Program for the Fiscal Year: \$11,451,216

7. Total State MOE Expenditures under the Program for the Fiscal Year: \$11,451,216

8. Total Number of Families Served under the Program with MOE

Funds: 46,740

This last figure represents (Check one):

☐ The average monthly total for the fiscal year. ☒ The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

The maximum credit of \$1,000 times the number of children in kindergarten through grade 12 is allowed to taxpayers with total household income of \$33,500 or less. For taxpayers with one or two children, the maximum credit is phased out for household income between \$33,500 and \$37,500. For taxpayers with more than two children, the phase-out range for the maximum credit is increased by \$2,000 for each additional child.

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

☐ Yes ☒ No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B Summer Food Grantee Information

<u>State</u> MINNESOTA	<u>Fiscal Year</u> 2010
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Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> TANF Summer Nutrition Program</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> Minnesota food shelves received funding to increase the amount of healthful foods available during the summer, from July 1, 2010 through September 30, 2010, to increase their service to children over the summer. This was accomplished by providing meals, food to take home and vouchers to buy fresh produce at local grocery stores or farmer's markets.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> To give Minnesota children greater access to nutritious food at food shelves</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State </p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> N/A this is not a separate State program.</p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$247,459</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$200,000</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 2,446</p>

This last figure represents (Check one):

☒ The average monthly total for the fiscal year. ☐ The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

Families with children whose income is at or below 200% of poverty.

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

☐ Yes ☒ No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): **\$0**

Attachment B Summer Youth Grantee Information

<u>State</u> MINNESOTA	<u>Fiscal Year</u> 2010
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Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> TANF Summer Youth Employment Program</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> Subsidized employment positions for up to 3,000 teen parents and other youth were developed from June 1, 2010 through September 30, 2010.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> To provide 100% subsidized employment positions for teen parents and other youth during the summer.</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State </p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> NA</p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$397,347</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$397,347</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 1,078</p>
<p><u>This last figure represents (Check one):</u> <input type="radio"/> The average monthly total for the fiscal year. <input checked="" type="radio"/> The total served over the </p>

fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

Families with children whose income is at or below 200% of poverty.

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

☐ Yes ☒ No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Certification
Certify:

This certifies that all families for which the State claims MOE expenditures for the fiscal year meet the State's criteria for "eligible families."

Signature 

Name Bette Odonnell

Title

Date Submitted 12/30/2010

Approved OMB No. 0970-0248 Form ACF-204, expires 04/30/2009.

**State of Minnesota ACF-204
2010**

Fiscal Year

Date Submitted: 12/28/2010

The State of MN MOE Target for FFY10 is \$172,692,896, however we are reporting \$206,362,024. The difference of \$29,669,128 is from the Working Family Credit Program which was used to leverage ARRA funding.

Pete Stahley

State of MN

TANF Program Accountant

651-431-3748

Peter.L.Stahley@state.mn.us

2010 Minnesota Statutes

256J.72 NONDISPLACEMENT IN WORK ACTIVITIES.

Subdivision 1. Nondisplacement protection.

For job assignments under jobs programs established under this chapter or chapter 256, 256D, or 256K, the county agency must provide written notification to and obtain the written concurrence of the appropriate exclusive bargaining representatives with respect to job duties covered under collective bargaining agreements and ensure that no work assignment under this chapter or chapter 256, 256D, or 256K results in:

- (1) termination, layoff, or reduction of the work hours of an employee for the purpose of hiring an individual under this section;
- (2) the hiring of an individual if any other person is on layoff, including seasonal layoff, from the same or a substantially equivalent job;
- (3) any infringement of the promotional opportunities of any currently employed individual;
- (4) the impairment of existing contract for services of collective bargaining agreements; or
- (5) a participant filling an established unfilled position vacancy, except for on-the-job training.

The written notification must be provided to the appropriate exclusive bargaining representatives at least 14 days in advance of placing recipients in temporary public service employment. The notice must include the number of individuals involved, their work locations and anticipated hours of work, a summary of the tasks to be performed, and a description of how the individuals will be trained and supervised.

Subd. 2. Dispute resolution.

(a) If there is a dispute between an exclusive bargaining representative and a county provider or employer over whether job duties are within the scope of a collective bargaining unit, the exclusive bargaining representative, the county, the provider, or the employer may petition the Bureau of Mediation Services to determine if the job duties are within the scope of a collective bargaining unit, and the bureau shall render a binding decision.

(b) In the event of a dispute under this section, the parties may:

(1) use a grievance and arbitration procedure of an existing collective bargaining agreement to process a dispute over whether a violation of the nondisplacement provisions has occurred; or

(2) if no grievance and arbitration procedure is in place, either party may submit the dispute to the bureau. The commissioner of the Bureau of Mediation Services shall establish a procedure for a neutral, binding resolution of the dispute.

Subd. 3. Status of participant.

A participant may not work in a temporary public service or community service job for a public employer for more than 67 working days or 536 hours, whichever is greater, as part of a work program established under this chapter, or chapter 256, 256D, or 256K. A participant who exceeds the time limits in this subdivision is a public employee, as that term is used in chapter 179A. Upon the written request of the exclusive bargaining representative, a county or public service employer shall make available to the affected exclusive bargaining representative a report of hours worked by participants in temporary public service or community service jobs.

- 8) A summary of State program and activities directed at the third and fourth statutory purposes of TANF (as specified at 45 CFR 260.20 (c) and (d) of this chapter
- a) Summarize below, the State programs and activities directed at preventing and reducing the incidence of out-of-wedlock pregnancies and establishing annual numerical goals for preventing and reducing the incidence of these pregnancies (TANF purpose 3).

The out-of-wedlock birth rate in Minnesota in 2009 was 22.6/1000 for women ages 15 to 44. The rate has been relatively consistent over the last four years. In recognition of the challenges that face Minnesota in trying to lower the out-of-wedlock birth rate, Minnesota will maintain as our goal an out-of-wedlock rate of 22.4/1000. To address the issue of out-of-wedlock births, Minnesota continues to focus significant attention on reducing unintended pregnancies, particularly teen pregnancies.

Although Minnesota ranks among the 10 states with the lowest overall teen birth rate, Minnesota's racial and ethnic teens continue to have considerably higher teen birth rates when compared to national rates. Adolescent birth rates in Minnesota for 2008 were 17.3/1000 for Whites (U.S. rate 26.7); 73.5 for African American (U.S. rate 62.9); 103.7 for American Indian (U.S. rate 58.4); 45.7 for Asian (U.S. rate 16.2) and 97.7 for Hispanic/Latina (U.S. rate 77.4). Annually, \$2 million in federal TANF funds are awarded to non-profit and governmental entities for reducing the disparities in teen pregnancy rates between whites and racial and ethnic communities

Since 1979, the state has directed significant resources to the delivery of publicly subsidized family planning services in an effort to reduce unintended pregnancies. For the current two year grant cycle, \$10,706,000, including \$2,312,000 in federal TANF funding was made available to local family planning projects. In state fiscal year 2009, Minnesota's Family Planning Special Project grant program provided services to over 22,500 women and 1,500 men at risk for unintended pregnancy. Of the individuals receiving family planning method services 36 percent were under the age of 19. To assist individuals in accessing subsidized family planning services, the Minnesota Department of Health also funds a 1-800 family planning hotline. In addition, over \$2 million annually in federal Title X funds comes to Minnesota to support these efforts.

Even with the availability of subsidized family planning services through Family Planning Special Projects, federal Title X funds, Medicaid and the state's subsidized health insurance, MinnesotaCare, all women in need of subsidized family planning services are not served, putting them at increased risk for unintended pregnancy. Financial resources, difficulties accessing care or knowledge or understanding of family planning services all play a role in unintended pregnancy. Minnesota, in 2006, in an effort to address this gap received federal approval of an 1115 Waiver for family planning services. This waiver allowed the state to serve significantly more individuals at risk for unintended pregnancy and ultimately support progress in maintaining our out-of-wedlock goals.

Eligibility criteria for the family planning waiver, called Minnesota Family Planning Program in Minnesota include individuals age 15 to 50 that are not eligible for Medicaid or MinnesotaCare and have an income at or below 200 percent of federal poverty guidelines. In 2009, approximately 38,000 individuals received services through this program significantly improving access to family planning services for populations at risk of an out-of-wedlock birth. Minnesota recently requested approval for a three year extension of the federal family planning waiver that is currently scheduled to expire in 2011.

Approximately \$8 million in federal TANF funds is directed to the Family Home Visiting Program. The Family Home Visiting program provides funding to all of Minnesota's local public health agencies and to nine of the 11 tribal governments to support home visiting services to families at or below 200 percent of poverty. The goal of the program is to prevent child abuse and neglect, reduce juvenile delinquency, promote positive parenting and resiliency in children and promote family health and economic self-sufficiency. There has been significant program focus on working with pregnant or parenting teens with all public health agencies indicating that they target adolescent parents for services – and has as a goal – child spacing.

Minnesota is able to enhance these efforts through two new recently awarded federal grants. Hennepin County was awarded \$3.3 million a year for five years to replicate evidence-based programs in several cities across the county. The program is projected to serve 27,000 youth. Anticipated outcomes include reductions in teen pregnancy and related risky sexual behaviors. Hennepin County is the largest of Minnesota's counties in budget, estimated

market value and population. It is also one of the state's most diverse in terms of population. The Department of Health also received up to \$505,743 annually in federal abstinence funds to support evidenced based effort.

- b) Summarize below, the State programs and activities directed at encouraging the formation and maintenance of two-parent families (TANF purpose 4) – Not applicable

6) A description of any nonrecurring, short-term benefits (as defined in 45 CFR 260.31(b)(1) provided, including:

- (i) The eligibility criteria associated with such benefits, including any restrictions on the amount, duration, or frequency of payment;
 - (ii) policies that limit payments to families that are eligible for TANF assistance;
 - (iii) procedures or activities developed to ensure that individuals diverted from assistance receive information about referrals to other program benefits.
- a) Families with children under age 18 (up to age 19 if in secondary or vocational school full-time) or pregnant women and their spouses are eligible for DWP. All parents, including both parents in a two-parent family, are required to develop and sign an employment plan before the family is approved for DWP. Most parents must seek full-time work immediately when approved. Employment service providers can help the family identify and address family issues that may prevent or delay a parent in getting a job. The employment plan may include limited training provided it can be completed in four or fewer months.

Families that are not required to participate in DWP are:

1. Child only cases
2. Single-parent family units that include a child less than 12 months of age (once in a lifetime)
3. Minor parents without a high school diploma or GED
4. An 18 or 19-year-old caregiver without a high school diploma or its equivalent who chooses to have an employment plan with an education option
6. Family units with a parent who received MFIP or DWP within the past 12 months
7. A family unit with a caregiver who received 60 or more months of TANF assistance
8. A family unit with a caregiver who is disqualified from DWP or MFIP due to fraud.

Two parent families must participate in DWP unless both parents meet one of the criteria in 1 through 5, or the family unit includes a parent who meets the criteria 6 through 9.

Families in the following groups maybe moved out of DWP and into MFIP at any point during the four months if the county determines the person is unlikely to benefit from DWP:

A participant who meets the eligibility requirements under Family Stabilization Services must be considered to be unlikely to benefit from DWP, provided the necessary documentation is available to support determination.

- a participant with an illness or incapacity expected to last 30 or more days

in addition, the condition severely limits the person's ability to obtain or maintain suitable employment;
- a participant determined to be needed in the home to care for a family member or foster

child and the illness or incapacity has been certified by a qualified professional and is expected to continue for more than 30 days;
- a participant is determined by a qualified professional as being needed in the home to care for a child or adult meeting the special medical criteria in MN Statute section 256J.561, Subd. 2, paragraph (d), clause (3);
- a participant who has applied for SSI or SSDI;
- a participant who is a noncitizen who has been in the United States for 12 or fewer months;
- a participant who is age 60 or older;
- a participant has been diagnosed as developmentally disable or mentally ill, and the condition severely limits the person's ability to obtain or maintain suitable employment;

- a participant has an IQ below 80 who has been assessed by a vocational specialist or county agency to be employable, but the condition severely limits the person's ability to obtain or maintain suitable employment;
- a participant has been determined by a qualified professional to be learning disabled, and the condition severely limits the person's ability to obtain or maintain suitable employment;
- a participant who has been granted a family violence waiver, and who is complying with an employment plan under section 256J.521, subd. 3.

In a two-parent family unit, only one parent must be determined to be unlikely to benefit from DWP before the family unit can be converted or referred to MFIP.

DWP supports families while they work or look for work. Other supports for which families might be eligible are Food Support, health care and child care assistance. After four months of DWP, a family may be eligible for MFIP. Families also may be eligible to continue Food Support, health care and child care assistance.

The interview to determine financial eligibility for DWP must be conducted within five working days of the receipt of the application form. During the intake interview, the financial worker must discuss:

- 1) the goals, requirements and services of DWP;
- 2) the availability of child care assistance and if child care is needed the worker must obtain a completed application for child care from the applicant before the interview is terminated;
- 3) if the applicant has not requested food support and health care assistance on the application, process, the availability of these benefits.

Families who receive DWP are required to cooperate with the Child Support agency to establish and enforce their child support orders. Although families on DWP are required to cooperate with the Child Support agency, child support is not assigned to the state and 100 percent of the child support is passed through the family.

The four months of DWP run consecutively and do not count against the 60-month TANF time limit.

(b) To be eligible for MFIP or DWP, an assistance unit must have established residency in Minnesota. An assistance unit is considered to have established residency in Minnesota only when a child or caregiver has resided in this state for at least 30 consecutive days with the intention of making the person's home here and not for any temporary purpose. A county must waive the 30-day residency requirement when unusual hardship would result from denial of assistance.

(c) The combined application form (CAF) is designed so that applicants for cash, food support and medical benefits complete the same application to apply for benefits. Each program the applicant is interested in receiving is shown by checking a box listing that program.

3 A description of how Minnesota will reduce the amount of assistance payable to a family when an individual refuses to engage in work activities without good cause.

(a) Sanctions for MFIP participants who have not received 60 months of MFIP and are out of compliance with work activities, are imposed as follows:

When an MFIP participant fails to comply with employment services requirements without good cause, the job counselor or the county agency provides a notice of intent to sanction to the participant. The notice specifies the program requirements that were not complied with, informs the client of the sanction which will be imposed, describes what action the participant must take to come into compliance, and provides the participant with an opportunity to request a conciliation conference. After the notice of intent to sanction is sent, the county sends a notice of adverse action 10 days before the grant reduction is to take effect. The notice of adverse action provides notification of the grant reduction, the reason for the reduction, the effective date of the reduction, and the right to appeal.

For the first occurrence of non-compliance with employment service requirements by a participant in an assistance unit, the assistance unit's grant is reduced by ten percent of the MFIP standard of need for an assistance unit of the same size with the residual grant paid to the participant. The reduction in the grant amount must be in effect for a minimum of one month and is removed in the month following the month that the participant returns to compliance.

For a second, third, fourth, fifth, or sixth occurrence of noncompliance by a participant in an assistance unit, the assistance unit's shelter costs are vendor paid up to the amount of the cash portion of the MFIP grant for which the assistance unit is eligible. At county option, the assistance unit's utilities may also be vendor paid up to the amount of the cash portion of the MFIP grant remaining after vendor payment of the assistance unit's shelter costs. The residual amount of the grant after vendor payment, if any, must be reduced by an amount equal to 30 percent of the MFIP standard of need for an assistance unit of the same size, before the grant is paid to the assistance unit. The reduction in the grant amount must be in effect for a minimum of one month and is removed in the month following the month that the participant returns to compliance. The vendor payment of shelter costs and if applicable, utilities are removed six months after the month in which the participant or participants return to compliance. If both participants in a two-parent assistance unit are out of compliance at the same time, it is considered one occurrence of noncompliance.

If an assistance unit is sanctioned by 30 percent, the participant's case file must be reviewed to determine if the employment plan is still appropriate.

For a seventh occurrence of noncompliance by a participant in an assistance unit, or when the participants in a two-parent assistance unit have a total of seven occurrences of noncompliance, the county agency must close the MFIP assistance unit's financial assistance case. The case must remain closed for a minimum of one full month. If closed under this provision, the household may still be eligible for food and medical support. Before the case is closed, the county agency must review the participant's case to determine if the employment plan is still appropriate and attempt to meet with the participant face-to-face. If a face-to-face meeting is not conducted, the county agency must send the participant a written notice that includes information that would have been discussed during the face-to-face meeting.

If the client is found to have an exemption or good cause for not participating with employment services, then the grant must be restored to the first of the month the exemption or good cause reason existed.

An assistance unit whose case is closed effective the seventh occurrence of non-compliance may reapply for MFIP and may be eligible if the participant complies with MFIP program requirements and demonstrates compliance for up to one month. No assistance is paid during the period the participant is demonstrating compliance.

An assistance unit whose case was closed for non-compliance that reapplies and is found eligible is subject to sanction of a 30 percent grant reduction for the first occurrence of non-compliance after reopening the case, and the case is closed for any subsequent occurrence of non-compliance.

(b) Sanctions for DWP participants who are out of compliance with work activities are imposed as follows:

A family unit that includes a participant who fails to comply with DWP employment services requirements, without good cause, is disqualified from

DWP. The county must provide written notice to the participant prior to disqualifying the family due to noncompliance. The disqualification does not apply to food support or health care benefits.

A family unit that has been disqualified from DWP due to noncompliance with employment services may regain eligibility for DWP during the 4-month period by complying with program requirements. Unlike MFIP, there is no minimum time period that the case must be closed. Once the participant has been reinstated, the county issues prorated benefits for the remaining portion of the month for which there was no disqualification.

A family unit that has been disqualified from DWP is not eligible for MFIP or any other TANF cash program for the remainder of the DWP four-month period. In a two-parent family, both parents must be in compliance before the unit can regain eligibility for benefits.

The disqualification period ends after the 4-month DWP program and does not carry over if the family later applies for MFIP.

(c) MFIP participants who have received 60 months of MFIP, have met criteria for a hardship extension of MFIP benefits and who are out of compliance with work activities have sanctions imposed as follows:

The policies for imposing a first, second, and third occurrence sanction for non-compliance with employment services requirements is the same for MFIP participants receiving benefits under hardship criteria as it is for participants who have received fewer than 60 months of MFIP.

For a fourth occurrence of noncompliance, the assistance unit is disqualified from MFIP. If a participant is determined to be out of compliance, the participant may claim a good cause exception, however, the participant may not claim an exemption from participating in employment service activities. If both participants in a two-parent assistance unit are out of compliance at the same time, it is considered one occurrence of noncompliance.

An assistance unit that is disqualified (case is closed) effective the fourth occurrence of sanction, may be re-approved for MFIP if the participant complies with MFIP program requirements and demonstrates compliance for up to one month. No MFIP assistance is paid during this compliance period.

An assistance unit that reapplies and is found eligible for MFIP is subject to a ten percent grant reduction for a first occurrence of noncompliance. A subsequent occurrence of noncompliance results in a permanent disqualification.

Prior to a disqualification under this provision, a county agency must review the participant's case to determine if the employment plan is still appropriate and attempt to meet with the participant face-to-face. If a face-to-face meeting is not conducted, the county agency must send the participant a notice of adverse action, which will inform the participant of the disqualification, the reason for the disqualification, the effective date of the disqualification, and the right to appeal.

In a two-parent assistance unit where only one parent is not compliant, the assistance unit has the option of disqualifying the non-compliant parent. The unit is then treated as a single parent family with a shared household standard. A parent who was disqualified for non-compliance may reapply and become eligible if he/she demonstrates compliance for up to one month. If a parent is disqualified again, the disqualification is permanent.

A unit in which an adult has received 60-months of TANF assistance is not eligible for DWP benefits.